

CONTRACTING OFFICER WORKSHEET

1. Name (Last, First, Middle) _____

2. a. Social Security Number _____

b. Status:

_____ Civilian

_____ Series

_____ Grade

_____ Military

_____ Military Grade and Functional (Example: 04, 97A00)

_____ Acquisition Career Field (See DoDI 5000.55, p. 5-1)

_____ Acquisition Career Level (See DoDI 5000.55, p. 5-2)

_____ Acquisition Position Category (See DoDI 5000.55, p. 10-4)

3. Name, address, and telephone number of servicing civilian personnel office.

4. Type of request:

a. _____ Initial Request

b. _____ Change in Warrant Authority

c. _____ Termination of Warrant

Figure 1.4 U.S. Army Contracting Officer Warrant Format
USAREUR Acquisition Instruction

5. Contracting Officer Qualification Basis.

a. Mandatory contracting courses (CIRCLE ONE):

- 1 = Met Requirement (successfully completed all mandatory contracting courses listed in DOD 5000.52M or their equivalent for my current grade or rank).
- 2 = Received a DD2591 (Department of Defense Contracting Officer Waiver Request) approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(e). Do not use a DD2518 (Fulfillment of DOD Mandatory Training Requirement) in lieu of a DD 2591.
- 3 = Exception Provision: As of 1 October 1993, can continue to serve in current position or any other position in the same grade and level of responsibility.

b. Experience (CIRCLE ONE):

- 1 = Met requirement (I have completed two years in a contracting position).
- 2 = Received a DD2591 (Department of Defense Contracting Officer Waiver Request) approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(d).
- 3 = Exception Provision: As of 1 October 1993, can continue to serve in current position or any other position in the grade and level of responsibility.

c. Education (CIRCLE THE APPROPRIATE ITEM(S)): Circle both 3 and 4 if a combination was obtained to meet the education requirements in accordance with the Defense Acquisition Work Improvement Act.

- 1 = Has a baccalaureate degree.
- 2 = Received a DD 2591 (Department of Defense Contracting Officer Waiver Request) approved by the Army Acquisition Career Program Board. COMPLETE ITEM 8(C).
- 3 = Has completed at least 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 4 = Has passed an approved examination demonstrating knowledge equivalent to 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education in the subjects listed in the previous option.
- 5 = Has ten years of acquisition experience gained before 1 October 1991.

6 = Exception Provision: As of 1 October 1993, can continue to serve in current position or any other position in the same grade and of responsibility.

6. Contracting Officer Primary Warrant Type.

A = Procuring Contracting Officer

B = Administrative Contracting Officer

C = Terminating Contracting Officer

D = Warrant Other Than Those Above

E = No Warrant Granted

7. Contracting Officer's Highest Obligation Limit Without Higher-Level Approval Report. The highest amount that the contracting officer can obligate on his or her own authority (without higher-level approval). If there is more than one obligation limit, report the limit associated with the contracting officer's primary warrant type reported in item 6. This is the dollar limitation or obligation authority imposed by SF1402 (Certification of Appointment). (Circle one).

1 = 100,000 or less

2 = 200,000 Contingency Contracting Warrant

3 = \$500,000

4 = \$1,000,000

5 = \$2,000,000

6 = \$5,000,000

7 = \$10,000,000

8 = Unlimited

9 = Other_____

8. Army Acquisition Career Program Board Waiver. If a waiver was approved by the Army Acquisition Career Program Board for the contracting officer candidate, you must circle a and b below. In addition, you must circle the appropriate type of waiver granted in either c, d, or e below. If no waiver was requested, skip a and b, and circle (N) for c, d, and e below. Then proceed to the signature page. Refer to DoDI 5000.55, pages 14-2 through

14-4.

- a. The contracting officer candidate received a DD 2591 (Department of Defense Contracting Officer Waiver Request) approved by the Army Acquisition Career Program Board.
- b. The contracting officer candidate received a DD2591 discussed in a above. Receipt of a DD2591 indicates that the contracting officer candidate possesses significant potential for advancement.
- c. If a contracting officer qualifications waiver type “absence of education” has been granted or does not apply, circle one.

Y = Has neither a baccalaureate degree, nor completed 24 semester credit hours in specified disciplines, nor passed equivalency examination.

N = Not applicable

- d. If contracting officer qualification waiver type “absence of experience” has been granted or does not apply circle one.

Y = Absence of 2 years of experience in a contracting position.

N = Not applicable

- e. If contracting officer qualifications waiver type “absence of mandatory training” has been granted or does not apply circle one.

Y = Absence of mandatory contracting training.

N = Not applicable

Figure 1.4 U.S. Army Contracting Officer Warrant Format-Continued
USAREUR Acquisition Instruction

Individual Signature

Date

Director of Contracting or
Designee Signature

Date

Principal Assistant Responsible for
Contracting or Designee Signature

Date

Date Warrant Issued

Date

Warrant Number